

Scituate Public Schools
2021-2022
Elementary Handbook

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Scituate Public Schools

2021-2022 Elementary Handbook

Cushing School

1 Aberdeen Drive
Scituate, MA 02066

Jenkins School

54 Vinal Avenue
Scituate, MA 02066

Hatherly School

72 Ann Vinal Road
Scituate, MA 02066

Wampatuck School

266 Tilden Road
Scituate, MA 02066

Scituate Public Schools' Mission and Vision

The mission of the Scituate Public Schools is to graduate well-rounded global citizens with the skills, passion, and confidence to make positive impact on our world. As a district known for its innovative, world class education, the Scituate Public Schools vision is focused on preparing its students to succeed in an increasingly globalized society by providing authentic, consistent & innovative curriculum. Our educators meet the needs of all students through engaging, rigorous & research based instructional pedagogy. Our students actively engage in their learning; in schools with flexible learning spaces. Our district provides opportunity for a comprehensive education for all students which focuses on cognitive, emotional, physical, and social development. The education program fosters students' reading, writing, calculating, problem solving, critical thinking skills, and creative expression. The school environment nurtures self-confidence, independence, cooperation, and the physical well-being of all students. The schools encourage students to develop a sense of values and responsibilities which enables them to be contributing members of their communities and of a multicultural, global society. In partnership with families, the schools guide students toward becoming lifelong learners with a positive outlook on the world.

In today's society, our children are continuously excited by new and challenging stimuli: adaptability to change, therefore, becomes a paramount objective or learning. In addition, the mastery of basic skills is essential to our children as they prepare to function as responsible individuals. Children must also know how to direct their own learning by mastering the skills of independent inquiry, because circumstances do not enable us to predict with certainty just what today's children will need to know when they become tomorrow's adults. The optimum environment should be sought so that all children can develop physically and emotionally and acquire the information, academic skills, critical judgement, and creativity needed to lead to a better understanding of themselves, each other, and the world around them.

The school district must continually strive to create, implement, and improve programs that are compatible with appropriate curricula and provide opportunities for innovation in teaching and learning. If this is accomplished, children will then come to realize more fully their own potential as individuals and be better prepared to appreciate and act responsibly in the society in which they live.

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability, or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.

A Message to Parents

This handbook has been prepared to acquaint parents and students with school policies, regulations, and procedures. Please take the time to read this handbook carefully. As we are K-5 communities, our handbook reflects a wide range of topics for this wide range in ages. It is our hope that, through an understanding and respect for school policies, members of our school communities will develop a sense of pride in themselves and their school.

We try our best to see our students as people as well as learners. We want children to feel good about themselves, to enjoy the elementary learning experience, and to behave in acceptable ways. All students should read this handbook with their parents and become familiar with the contents, however, the majority of our students will never experience the penalties associated with the misconduct that is specified.

Once you have read this handbook, **we ask that you sign and return the last page and return it to your child's teacher as soon as possible.** Your signature on this form indicates your awareness of the specific policies and practices defined in this handbook.

Scituate Public Schools does not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, or sexual orientation. We look forward to a rewarding elementary experience for your child as we strive to develop the potential in each student who enters our elementary schools.

Donna Moffat
Cushing School

Julie Ward
Hatherly School

Rebecca Long
Jenkins School

Tracy Riordan
Wampatuck School

SPS ELEMENTARY HANDBOOK

2021- 2022

The beginning years of school are a most important time in the life of a child. The home and school should cooperate to help meet this new experience with confidence, success, and happiness.

The Scituate Public Schools comply with Massachusetts General Laws, Chapter 76, Section 5 (“Chapter 622”) and Title IX of the Education Amendments of 1972. These laws prohibit discrimination in, and guarantee access to, all public schools and public school programs, courses, advantages and privileges without regard to race, creed, color, age, sex, gender identity, national origin, disability, or sexual orientation. If you would like further information on these laws, please contact the Assistant Superintendent of Curriculum, Instruction, and Professional Development, 606 Chief Justice Cushing Highway, Scituate, Massachusetts. The telephone number is 545-8750 ext. 320.

The Scituate Public School website (www.scituate.k12.ma.us) contains a directory of faculty and staff for each school, the school calendar for the year and school hours for each elementary school. Please call the Office of the Superintendent of Schools (781-545-8750 ext. 311) to request a translated copy of this handbook.

Scituate Public Schools Administration

School Committee

Mr. Peter Gates,
Mr. Michael Long, Chairperson
Ms. Janice Lindblom,
Ms. Nicole Brandolini
TBD

Superintendent

Mr. William Burkhead

Assistant Superintendent

Ms. Heidi Driscoll

Director of Special Education

Dr. Michele Boebert

Director of Business/Finance

Dr. Robert Dutch

Accident Insurance:

A private insurance coverage is offered to students each year, which provides benefits for insured children who are injured while at school, on the playground, walking to and from school or riding in the bus. This insurance is secondary coverage (benefits cover balances not paid by a student's primary insurer). As a result, the premiums are relatively inexpensive. Application and claim forms are available on the school website under families section; <http://www.scituate.k12.ma.us/>.

AHERA (Annual Asbestos Notification Letter)

Alcohol/Drug Free Workplace Policy

It is the policy of the Scituate Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited at school functions or on school department property.

Allergies - Life Threatening LTA Policy

The number of students with life-threatening allergies has increased substantially over the last several years. As with all students with special health care needs, it is important that children with life-threatening allergies are provided reasonable access to all education and education related benefits. Therefore, there are designated classrooms throughout the district that have food restrictions where consumption of certain foods will be prohibited. Notification of these restrictions will be communicated as soon as they are determined. FOR MORE INFORMATION GO TO: School Health Services: Life Threatening Allergies.

Anti-Bullying Policy- Bullying Prevention: Policy JICFB

Attendance Student Absences & Excuses: Policy JH

PHILOSOPHY: The Scituate Public Schools believes that regular and punctual school attendance is critical to academic success and establishing positive lifelong work habits. Despite advances in technology, it is still impossible to adequately replicate the in-class experience for students who are absent from school. Students who are excessively absent are likely to fall behind academically, could experience school failure, and may eventually drop out of school. Parents play a critical role by ensuring their children regularly attend school.

PROCEDURES: Consistent with Massachusetts General Law, Chapter 76, the Scituate School Committee has established [Policy JH](#). Each school principal will enforce this policy as follows.

1. To be considered present for school, a student in Grades 6-12 may miss no more than two class periods in a school day. Elementary students must be present for at least ½ of the school day.
2. When a child is going to be absent from school, the parent/guardian is expected to call the school office no later than one hour after the start of the school day. If the school does not receive a phone call from the parent/guardian, the school will attempt to reach the parent/guardian through a personal phone call or other automated means.
3. In all instances where a child is absent from school for any reason, a signed note from a parent/guardian must accompany the child upon return to school. Emailed notes from a **registered** parent/guardian email address will meet this expectation. Registered is defined as the official parent/guardian email address listed in ASPEN. The note must indicate the date(s) and reason for the absence from school.

4. The following absences are considered **excused** by the Scituate Public Schools **with proper documentation**:
- Short-term illness (less than 5 consecutive days) - Must be verified by a parent note/email upon return to school.
 - Long-term illness (5 or more consecutive days) - Must be verified by a note from the doctor's office upon return to school.
 - Chronic Illness (a recurring, long-term medical illness or condition) - Must be verified by a note from the doctor's office on file with the school nurse stating the nature of the illness/condition and its possible effect on school attendance.
 - Dismissal from school by the school nurse.
 - Medical appointments verified by a note from the doctor's office.
 - Bereavement - Must be verified by a parent note/email upon return to school.
 - School sponsored events such as assemblies, field trips, etc.
 - Court appearances – Must be verified by documentation from the court.
 - Religious holidays - Must be verified by a parent note/email upon return to school.
 - College or private school visits (up to two days per term for high school juniors and seniors and up to two days per year for all other students) – Must submit documentation from the school or college upon return.
 - School imposed disciplinary consequences.
 - Extenuating circumstances approved by the principal.
5. A student will be marked tardy to school if he/she does not report to school by the posted start of homeroom period, or by the posted start of the academic day if no homeroom is scheduled. Being tardy to school is always considered unexcused unless a note from the doctor's office is provided upon arrival to school. Parents should attempt to schedule doctor's appointments before or after school hours. Students tardy more than two periods in a school day (grades 6-12) and more than ½ the school day (K-5) will be considered absent according to Massachusetts law. Disciplinary consequences may apply for students tardy to school.
6. Early dismissal should be avoided if possible. The only excused dismissals would be for reasons listed in #4 above. Doctor's appointments should be scheduled when school is not in session. If a student is dismissed early for a doctor's appointment they must return to school the same or following day with a note from the doctor excusing the absence.
7. Family vacations are **not** considered excused absences. Parents are asked to schedule vacations at times when school is not in session. In the event a family vacation can only be scheduled while school is in session, the parent/guardian is asked to provide a minimum of two weeks' notice to the principal and classroom teacher(s). Teachers **are not required** to provide work in advance of a planned family vacation. For school makeup policies please see below.
8. Consistent with Massachusetts General Law, when a student has reached **five (5) unexcused absences** in a school year, the principal, or his/her designee, will set up a meeting with the student and his/her parents in order to develop an action plan to improve attendance.
9. When a student is absent 10% or more in a marking period, even if the absences are considered excused, the principal, or his/her designee, may set up a meeting with the student and his/her parents in order to

develop an action plan to improve attendance. As part of this plan, additional documentation may be required to explain excessive absences.

MAKEUP WORK POLICY: No student shall be unduly penalized for excused absences that occur because of reasons listed in #4 above. Elementary (K-5) and secondary (6-12) schools will establish their own developmentally appropriate policy for making up school work due to excused and unexcused absences. Elementary Make-Up Work Policy: It is the student's responsibility to make up all assignments and other work within one week of his/her return to school after an absence.

Behavioral Expectations

All elementary students are expected to demonstrate respect and responsibility. Respect is to be shown for themselves, others and the school. Responsibility is to be demonstrated for themselves, their learning and their behaviors. All elementary schools employ positive behavior interventions (PBIS) in the encouragement of a positive school climate.

- Treat all adults and schoolmates with respect, both in speech and in action.
- Maintain self-control in physical and verbal expression and refrain from fighting and using profanity.
- Accept responsibility for their own actions and refrain from displaying disruptive conduct and acts of disobedience.
- Obey school rules and regulations.
- Walk in areas such as corridors, stairwells, and sidewalks.
- Proceed directly to classrooms upon entering the building.
- Use assigned exits and entrances only.
- Remain within the school boundaries while school is in session.
- Return immediately to the building at the end of recreation periods.
- Avoid throwing any objects, such as rocks or snowballs that will cause injury.
- Display acceptable manners and use cafeteria items properly.
- Take good care of school property and materials, as well as that of others.
- Refrain from bringing anything to school that is potentially harmful to others.

Bicycle, Scooter, Skateboard Use

Students who attend the Scituate Public Schools may ride their bicycles to school at their own risk. The school will not be responsible for the loss or theft of the bicycle, scooter, or a skateboard while on school property, therefore, locks are recommended. All bicycles, scooters, or skateboards are not to be ridden on school property. It is recommended that no student be permitted to ride a bicycle, scooter or skateboard to and from school until entering third grade. Any student who rides his/her bicycle, scooter or skateboard to school will be responsible for parking the bicycle in the area designated by the principal of the school. The school district strongly encourages all to use bicycle helmets when riding bicycles and locks when storing bicycles/scooters on school property.

Bully Prevention Policy [File: JICFB](#)

Child Abuse & Neglect: Reporting Child Abuse/Neglect [Policy JLDBD](#) and [Policy JLDBD-R](#)

Code of Conduct-Student Discipline [Policy JIC](#)

The atmosphere of a school is a reflection of the attitude of its students and staff toward the school and toward each other. It is very important that an atmosphere of order, self-discipline, and mutual respect be encouraged. The administration and staff feel that all students should strive to regulate their own behavior and accept the consequences of their actions.

To maintain a harmonious atmosphere and promote the educational and social well-being of all students in the elementary schools, the following Code of Conduct has been established and will be enforced in the elementary schools, on the school buses and at school-related events and activities. The teacher will initially resolve infractions of the rules and regulations. After the teacher has attempted to resolve the problem without success, the student may be referred to the Principal for further disposition.

The consequences within the classroom are as follows:

- A teacher warning may be given.
- A teacher/student discussion regarding the incident, appropriate behavior expected, and any consequence takes place.
- The teacher may request a conference with the student's parent/guardian.
- A teacher may issue an after-school session with twenty-four (24) hour notice given to parent/guardian and the parent /guardian is responsible for providing transportation home.
- Referral to office after exhausting the above: if a very serious infraction occurs, the teacher may immediately refer the student to the office.

The reasons for administrative referral may include, but are not limited to:

- Bullying or harassment
- Defacing or damaging school property (including textbooks) or the property of another person. Restitution must be made for damages.
- Excessive/habitual tardiness to school
- Behavior that is unsafe to self and/or others
- Use of cell phones, video games or other electronic devices during the school day without teacher permission.

The administrative consequences (reserved for more serious forms of misconduct or for repeated occurrences of the same misconduct) are as follows:

- Warning to student and contact (oral or written) with parent/guardian
- Removal from class for a short period of time and parental/guardian contact
- Conference with parent/guardian
- In-School detention (recess/lunch/both)
- Administrative after school detention with twenty-four (24) hour notice given to parent/guardian: parent/guardian is responsible for providing transportation home.
- In-School suspension (full day or partial day) and parent/guardian contact
- Out-of-School Suspension and parental conference

It is recognized that each of the above steps and consequences are not always applicable. Therefore, steps and consequences may be adapted depending upon the severity of the behavior and developmental age.

The school believes that suspension from school should exist not only as a deterrent to inappropriate behavior but also to assist the majority of students adversely affected by the inappropriate behavior of others. Suspension from school may be used after other viable options have been attempted or in appropriate circumstances as determined by the Principal or his/her designee.

Suspension is a very serious form of punishment for violation of school rules. When an out of school suspension is assigned, a student is removed from his/her class and sent home to be supervised by the parent/guardian. Parental contact will be made when a student is suspended.

An in-school suspension is a form of punishment, which requires the student to remain in an assigned room under the direct supervision of a staff member. During that time, his/her teacher will provide the student with schoolwork. The assigned work must be completed by the end of the day. In the case of either an in-school or an out-of-school suspension, a parental conference is strongly recommended with a school administrator before the student will be readmitted to his/her program.

The Fourteenth Amendment says no person can be deprived of life, liberty or property without due process of law. The Supreme Court has held that a student's interest in public education is a property right protected by the due process clause. The essential elements of due process are "notice" and "hearing". This means that a student cannot be suspended or expelled unless he/she is informed of the charge against him/her and the basis for the accusation, and unless he/she is given a chance to tell his/her side of the story. Under certain circumstances, a student may be suspended and provided with notice as soon as practicable.

Students may be suspended for a period of up to ten school days at the Principal's discretion for any of the following offenses:

- Disrespectful speech or profanity
- Defacing, destroying, or damaging school property including books belonging to the school or staff members, or other students
- Fighting or threatening to fight (students who encourage others to fight or set up fights between other individuals may also be suspended)
- Forgery, cheating, stealing
- Setting off false alarms (police and fire authorities will also be informed of the name(s) of the individual(s) involved)
- Leaving the school grounds without permission while school is in session
- Vandalism
- Possession of fireworks (including "snaps" or other exploding devices) on school grounds or in the school building (police and fire authorities will also be informed of the name(s) of the individual(s) involved)
- Harassment, hazing or bullying
- Use, possession or sale of controlled substances (drugs/alcohol - see section on Controlled Substances)
- Possession of a weapon (police will also be informed of the name(s) of the individual(s) involved - see section on Weapons)
- Verbal abuse expressed toward or about another student or staff member

The following may be subject to immediate suspension and may result in long-term suspension or expulsion from school:

- Possession of a weapon, alcohol, controlled substances (drugs), and cigarettes
- Physical assault on a staff member or student

For more Procedural information, see Student Discipline Policy JIC

Community Use of School Facilities

Scituate community groups shall be permitted and encouraged to use school facilities for meetings and activities that do not interfere with the school programs. Applications for Use of School Facilities may be obtained from the district website under District Information/Forms and Fees. Responsibility for student safety and supervision during after school programs rests with the sponsoring community group. [Building Use Forms and Information](#)

Concussion: Policy JJIF

Controlled Substance & Alcohol Policy –Drug & Alcohol Use by Student Policy JICH

CORI Requirements- Background Checks Policy ADDA

Delayed Opening

It is the policy of the School Committee to have school when the buses can safely operate. Due to a significant storm or an emergency, the Superintendent of Schools may delay the opening time for up to two hours rather than cancel school for the entire day. In such cases, morning bus pick-ups will coincide with the delay. Dismissal will be at the regular time.

If it is necessary to delay the opening of school, the major radio and television stations will be asked to announce the delayed opening. It is the parent's prerogative to make the final judgment as to whether or not to send students to school in cases of stormy weather. Parents should not call the school, the Fire Department, or the Police Department to verify "Delayed Opening" information. The district automated call system will also be activated by SPS with "Delayed Opening" information.

Discrimination/Harassment- Non Discrimination Policy AC

Dismissals

Early dismissal should be avoided if possible. The only excused dismissals would be for reasons listed in #4 of Attendance Policy:

The following absences are considered **excused** by the Scituate Public Schools **with proper documentation**:

- Short-term illness (less than five consecutive days) - Must be verified by a parent note/email upon return to school.
- Long-term illness (five or more consecutive days) - Must be verified by a note from the doctor's office upon return to school.
- Chronic Illness (a recurring, long-term medical illness or condition) - Must be verified by a note from the doctor's office on file with the school nurse stating the nature of the illness/condition and its possible effect on school attendance.
- Dismissal from school by the school nurse.
- Medical appointments verified by a note from the doctor's office.
- Bereavement - Must be verified by a parent note/email upon return to school.
- School sponsored events such as assemblies, field trips, etc.
- Court appearances – Must be verified by documentation from the court.
- Religious holidays - Must be verified by a parent note/email upon return to school.
- College or private school visits (up to two days per term for high school juniors and seniors and up to two days per year for all other students) – Must submit documentation from the school or college upon return.
- School imposed disciplinary consequences.
- Extenuating circumstances approved by the principal.

Doctor's appointments should be scheduled when school is not in session. If a student is dismissed early for a doctor's appointment they must return to school the same or following day with a note from the doctor excusing the absence.

Dress

Students' appearance should be neat at all times. There is a very distinct difference between self-expression reflecting a personality and deliberate offensiveness. Any apparel that refers to drugs, alcohol, sex, or profanity is not considered appropriate school attire. The following items are not appropriate for school:

- Shoes or clothing that damage school property (including sneakers with wheels)
- Unsafe footwear such as flip-flops, sandals, shoes without back and shoes with high heels are not safe for running or using playground equipment. Students will not be allowed to participate in physical education, group sports, or use playground equipment when wearing this type of footwear.
- Sneakers must be worn during physical education class.
- Hats, bandanas, sweatshirt hoods and other headgear are to be removed in the school setting at teacher or administrator discretion (exceptions include religious and or health related headgear)
- Outerwear jackets inside the school building

- Halter tops
- No “spaghetti-strap” jerseys or tank tops or any shirt or jersey which exposes the midriff
- Strapless, backless, see-through garments, tube tops, and muscle shirts
- Low cut tops that expose cleavage
- Obscene, profane language or pictures on clothing and/or jewelry that may cause disruption or disorder within the school are not permitted
- Pants that expose underwear
- Shorts and skirts that are shorter than mid-thigh in length
- Pajama bottoms and/or slippers (except when sponsored by special school activity)
- Chains hanging from an article of clothing or any piece of jewelry that may be considered unsafe in any particular class or during any class activity
- Clothing that causes a disruption to the school

The courts have ruled that the schools have the authority to regulate students’ dress and in some cases, hairstyling. Students who are dressed inappropriately for school will be requested to change their clothing. Parents may be called and requested to bring in appropriate attire for their child. Health regulations require that shoes must be worn at all times in a public building.

Emergency Information for Students

Emergency information for each student must be on file in the Aspen System so that parent(s)/legal guardian(s) or designated emergency contacts may be reached in case of illness or injury. Every attempt will be made to contact parent(s) first before calling the emergency contact. It is the family’s responsibility to keep contact information up to date. Please remember to contact the office if your home address, home, or cell phone numbers change during the school year as well as any changes in emergency contact information.

Emergency School Closing

In the event that there is a storm or an emergency develops during the school day that necessitates closing the school, there will be an early dismissal. Should this occur, parents are advised to have a plan in place directing their child or children where to go when there is no one at home. If it becomes necessary to close a school during normal school hours due to weather conditions or any other emergency, the following procedure will be used:

- The decision to close a school will be made as soon as possible by the Superintendent of Schools or his/her designee
- The emergency school closing announcement will be carried on local cable television (Channel 22), radio station WATD 95.6 FM, and the district automated call system.

Entrance Regulations

- **Kindergarten and Grade I:** A child who will be five years of age on or before September 1 is eligible to attend Kindergarten in September of that school year. A child who will be six years of age on or before September 1 is eligible to attend Grade I in September of that school year.
- **Birth Certificate:** A certified copy of the child’s birth certificate must be presented for entrance to school.
- **Health Requirements:** The Massachusetts Department of Health requires that all children attending public or private school (Kindergarten through Grade 12) be immunized against Hepatitis B, diphtheria, whooping cough, tetanus, measles, mumps, rubella, and screened for lead poisoning. In addition, all students must have been immunized against (two doses) the varicella virus (chickenpox) or have a physician’s note stating that the student has had the disease. In compliance with the School Immunization Laws, the child will not be able to attend school in September unless all required immunizations are on file in the School Nurse’s Office. The certification must be in the form of a written record that specifies the type of immunization and indicates the month, day, and year of each vaccine. In the absence of an emergency or epidemic declared by the Department of Public Health, any child whose parent or legal guardian can demonstrate evidence that immunization conflicts with his/her religious beliefs shall be required to present a physician’s certificate to be admitted to school (Chapter 76, Section 15). Additionally, in accordance with M.G.L.,c. 71, s. 57, upon entering kindergarten or within thirty days after

kindergarten entry, the parent or guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening.

Childcare/Preschool

Attendees <2 years should be immunized for their age according to the [ACIP Recommended Immunization Schedule](#). Requirements listed in the table below apply to all attendees ≥2 years. These requirements also apply to children in preschool classes called K0 or K1.

Hib	1-4 doses; the number of doses is determined by vaccine product and age the series begins
DTaP	4 doses
Polio	3 doses
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	1 dose; must be given on or after the 1 st birthday; laboratory evidence of immunity acceptable
Varicella	1 dose; must be given on or after the 1 st birthday; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

- **Records from a Prior School:** A complete copy of a new student's records from any school from which they are transferring must be provided to the receiving school.

Equity in the Scituate Public Schools

Federal law prohibits discrimination on the basis of race, color or national origin (**Title VI** of the Civil Rights Act of 1964); sex (**Title IX** of the Education Amendments of 1972); or disability (Section **504** of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Pursuant to this, the Scituate Public School System, parents, students, and other interested parties provide the following information for use.

Contact Information

Assistant Superintendent
 District Equity Coordinator
 606 Chief Justice Cushing Highway
 Scituate, MA 02066

Ms. Heidi Driscoll
 (781) 545-8759 x 23320

The complete policy can be found on line at www.scituate.k12.ma.us or a hard copy can be obtained by calling the Superintendent's Office.

Family Educational Rights & Privacy Act (FERPA) - Student Records: [Policy JRA](#)

Field Trips

Student trips of significant educational value shall be encouraged under rules established by the Superintendent. Student safety shall be a primary consideration. No student shall be denied the privilege of making a trip due to an inability to meet the financial obligations for such trips. No student will be allowed to attend a field trip unless he/she is present in school on the day of the trip.

Fire Drills

The school is required by state law to conduct fire drills. Instructions are posted in each room. Exit from the building should be rapid and quiet. Listen for instructions after you are outside. Students must remain with their classroom teachers throughout the drill/evacuation. Students are not allowed to use cell phones or other communication devices during the drill/evacuations. Students who do not follow instructions during a fire drill will be subject to disciplinary consequences.

Grades

- Grades K – three, student grades are reported according to the rubric outlined on the report card.
- In grades, four and five student grades are reported as letter grades on report cards. Each letter grade represents a range of numerical grades as follows:

A+	97 and above
A	93.0 - 96.9
A-	90.0 - 92.9
B+	87.0 - 89.9
B	83.0 - 86.9
B-	80.0 - 82.9
C+	77.0 - 79.9
C	73.0 - 76.9
C-	70.0 - 72.9
D+	67.0 - 69.9
D	63.0 - 66.9
D-	60.0 - 62.9
F	59.4 and below
P	Pass
I	Incomplete

Harassment: Non-Discrimination Policy-Non Discrimination Regulation: [AC-R](#)

Hazing: Prohibition of Hazing: [Policy IICFA](#)

Holidays

Appropriate ceremonies and observances of national holidays and events of national, state, and local significance shall be encouraged and shall conform to statutory requirements of the Commonwealth. In addition, at various times throughout the school year, classes may aside time for activities that celebrate certain holidays (e.g., Halloween, Thanksgiving). However, it is recognized that not all families wish to observe or have their children observe these holidays. These activities are ordinarily planned and parents should assume that some sort of celebration, in compliance with the SPS Wellness Policy ADF and SPS Life Threatening Allergy Policy, might occur during these times of the year. If you do not wish your child to participate in any holiday celebration, please write a note to the classroom teacher.

Home Instruction

The Scituate Public Schools continues to respect the right of parents to educate their children at home. Home instruction is subject to the prior approval of the Superintendent following specific procedures. Further information may be obtained from the Office of the Assistant Superintendent.

Home/School Communication

Parents are an integral part of our school and as such, we strive to keep them involved and informed.

- A Expectations Night is scheduled at the beginning of the school year.
- A calendar of school activities can be found on-line at www.scituate.k12.ma.us
- Parents are encouraged to communicate with their child's teachers.
- Parents and teachers may request conferences at any time.
- Parents are encouraged to access student progress routinely via the Aspen Family Portal.

Homebound Instruction: [Policy IHBF](#)

Homeless Students: Homeless Students: Enrollment Rights and Services: [Policy JFABD](#)

Homework

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class. The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. Homework is a learning activity, which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

- **Kindergarten:** Should be encouraged to talk about their day at school, and should be read to for 20 minutes.
- **Grade 1:** Should do an average of 10 minutes per day and should read independently or be read to for 20 minutes.
- **Grade 2:** Should do an average of 20 minutes per day and should read independently for 20 minutes.
- **Grade 3:** Should do an average of 30 minutes per day and should read independently for 20 minutes.
- **Grade 4:** Should do an average of 40 minutes per day and should read independently for 20 minutes.
- **Grade 5:** Should do an average of 50 minutes per day and should read independently for 20 minutes.

Student time on homework should be focused and on task. In addition, students should be reminded that ***working steadily over a number of days best completes long-term assignments***. A student's program of study, skill level and/or study habits should be reviewed if a student consistently spends significantly more time than the recommended number of minutes on homework.

Teachers should:

- Establish a homework policy that is clearly communicated to students and parents, and is consistent with district policy and their grade level, team or departmental expectations.
- Assign homework that is meaningful to students, has clear short and long-term goals, and is academically challenging and developmentally appropriate to the student's level of competence.
- Check homework regularly and work to integrate it into classroom activities.
- Keep parents informed of how their student's effort on homework is influencing their achievement in class.

Students should:

- Accept responsibility for completing work thoroughly and thoughtfully. Be proud of their ability to manage their time and learn independently.
- Follow directions, record assignments, bring home necessary materials, and turn in work when it is due. If absent, students should find out what they missed and complete required work in a timely manner.
- Ask for further explanation and extra help as needed to satisfactorily complete assignments.

Parents should:

- Help students develop systematic and focused home study habits and provide a supportive environment for completing assigned work.

- Show an interest in the child’s work and monitor completion of assignments, demonstrating that school and homework are important.
- Encourage students to ask their teachers questions and communicate with the teacher when there are concerns.
- Contact teachers directly with questions or concerns about the role of homework in class or the overall quality of their child’s preparation for class.

Lock Down & Shelter in Place

The school will periodically conduct a lockdown drill or issue a “shelter in place” order. Students are expected to follow instructions of teachers and administration. Students must remain with their classroom teachers throughout the lockdown/”shelter in place” order. Students are not allowed to use cell phones or other communication devices during lockdowns/”shelter in place” orders. Students who do not follow instructions during a lockdown, lockdown drill or “shelter in place” order may be subject to disciplinary consequences.

Lost and Found

Each elementary school designates a specific area for lost and found articles. Periodically, unclaimed articles are forwarded to Goodwill or a similar cause. Parents are advised to be certain that all of their child's possessions are labelled (such as clothing, backpacks, lunch boxes, etc.).

Lunch Program /Food & Nutrition Services

The food service team will focus on food safety and providing safe choices for the well-being of all students. Our food service department will produce high quality, fresh, tasty foods with nutritional integrity. Our commitment is to provide students with a variety of menu choices, offered at an affordable price. Our goal is to support, educate, and encourage healthy eating habits and to work with families to do the same. We support learning by promoting healthy eating habits and providing good nutrition. Our food service team will treat all students with dignity and contribute to positive impacts on the student’s daily experience.

Scituate Public School District participates in the National School Lunch program at all of our schools. Meals, foods, and beverages sold or served in schools meet State and Federal requirements, which are based on the USDA Dietary Guidelines. A hot topic in school lunch programs is the changes that are being implemented with the new law, the Healthy, Hunger Free Kids Act of 2010. These new guidelines ensure that school lunches are healthy and well balanced.

Our school menus include:

- Whole Grain offerings
- Increased variety of fresh fruits and vegetables
- Focus on lean protein choices
- Smart snack options, A-list approved items
- Fat free and Low-fat Milk
- Reduced sodium content
- Smaller portion sizes with age appropriate calorie limits

School Lunch is an easy, convenient option based in good nutrition! Within our schools, we have a dedicated team of food service professionals that look forward to serving our community, families, students and staff.

All schools serve lunch and milk to children in Grades K-12 daily at a minimum cost. (A schedule of lunch prices is sent home with each student in September.) Milk may also be purchased separately. For students who qualify, the lunch offering is available on a free or reduced-price basis. Applications for free and reduced lunch programs are distributed to all students in September and may be obtained at other times during the school year at the school office. Lunches are planned to be appealing to children and meet nutritional needs. Menus are posted online and published in local newspapers.

Students may always pay in cash for their lunches. The cafeteria manager will accept checks made out to Scituate Public Schools Food Service for prepayment of food items and post to a student account. Checks may be made

payable to Scituate Food Services. Charging lunch is not allowed. Scituate Public Schools also uses MySchoolBucks®, an online payment service, giving you a quick and easy way to manage and add funds to your student’s meal account. You can review recent purchases along with seeing the current balance, and receive low balance alerts. You can also add money to your student’s account using Visa, MasterCard, Discover Card, or debit cards for a small fee. *{\$1.95 per transaction when adding money to a student’s account; money added to an account can be split between additional family members with no additional charge}* An added benefit of MySchoolBucks® is the “Set it and forget it” payment option, which allows you to schedule automatic payments to your student’s meal account. Funds can be added weekly, monthly or when the balance hits a specified amount-- simply choose the “Setup a payment schedule” option during the checkout. You can log on and create an account now!

MySchoolBucks Enrollment is easy! There is a link via our Scituate Public School Website –Under the Lunch Tab

Lunch Rules may include, but are not limited to, the following:

- Talk quietly.
- Sit in your own seat.
- Respect other adults and children in the cafeteria.
- Children must comply with allergy provisions and restrictions as they relate to cafeteria policies and procedures.

Lunch Program: Free & Reduced Food Services: Free & Reduced Price Food Service: [Policy EFC](#)

Masks

All students are required to comply with District policies and rules relative to masks/face coverings, including Scituate’s Policy EBCFA Face Coverings. Any student who does not comply with the District’s face covering policies and rules will be considered not in a condition to attend school. As such, the building principal or designee will work with the parent/guardian and student to develop a plan for the student to meet the conditions required for attendance. Students who refuse to comply with face covering/mask policies or procedures may be subject to the full range of discipline, in the discretion of the building principal.

Mosquito Spraying

The Town of Scituate does spray school grounds for the control of mosquitoes on occasions. The school community will be notified of mosquito spraying via postings to the Scituate Public Schools website.

No Recording Policy

- In accordance with state and federal laws, staff, students, and parents/guardians must refrain from recording any video conference. In fact, it is a violation of the law to record without the consent of every participant. As such, our staff has been instructed to inform participants at the start of each video conference that teachers and students are not permitted to record these sessions.

“No School” Announcements

It is the policy of the School Committee to have school when the buses can safely operate. The major radio and television stations will be asked to announce the cancellation of school as well as the district automated call system. It is the parent’s prerogative to make the final judgment as to whether or not to send students to school in cases of stormy weather.

Parents should not call the school, the Fire Department, or the Police Department to verify “NO SCHOOL” information. There may be days when the opening of school will be delayed due to inclement weather. Please listen

to the major radio and television stations. In addition, SPS will activate the all district-automated system for this information (see Delayed Opening).

Observation of Special Education Programs: [Policy IHBA](#)

Parent-Teacher Conferences

The Parent-Teacher Conference is used by the Scituate Elementary Schools in addition to formal report cards to inform parents of a student's growth and progress. A minimum of two conferences is scheduled during the school year. Parents are encouraged to communicate with their child's teachers. Parents and teachers may request conferences at any time. The objectives of the parent-teacher conference are:

- To enable the teacher and parent to work together to find specific ways to help the child gain the most from his/her educational experience
- To give parents a thorough appraisal of the child's progress and relationships
- To acquaint parents and teachers with the student's current learning strengths and areas to grow

Parent-Teacher Organizations (PTO)

EVERY parent of an elementary school child is a member of that school's PTO. The Elementary PTO's are support groups that enrich the children's educational environment. Through the interaction of parents, students, faculty, administration, and the entire community, the PTO is able to enhance the quality of education. Families are encouraged to become involved in their school's PTO programs and activities, which may include, but are not limited to, the following:

- Cultural enrichment programs
- Classroom and school wide volunteer support
- Fundraising
- Social Events (fairs, family meals, shows, etc.)
- Field Trips
- Book Fairs

Pets

For the safety and security of all, pets are not allowed on school property.

Physical Examination of Students: [Policy JLCA](#)

Plagiarism/Cheating

PLAGIARISM - According to the [American Heritage Student Dictionary](#), to plagiarize is "to take ideas or written passages from another and use them as one's own". Plagiarism occurs when a student uses a few sentences, paragraph, phrases, artistic creations, or ideas without giving proper citation or credit. Plagiarism also includes copying another student's homework, as it involves taking ideas and passing them off as one's own. Regardless of the form, plagiarism is cheating, and is an academically dishonest offense. Teachers will support academic honesty through instruction and reinforcement of these concepts. Examples of plagiarism include but are not limited to:

- Using sentences from a source (web site, book, article, etc.) and not giving credit to that source
- Copying another student's homework
- Allowing another student to copy your homework
- Passing in work that is not one's own (i.e., written by a parent, sibling, or anyone other than the student)

Consequences:

First Offense:

- Student may earn an F for the assignment. Parent or guardian will be contacted, and an Office Referral slip will be filled out to track the offense.

Second Offense:

- Student will earn an F for the assignment.
- Student also will receive two office detentions.
- Parent or guardian will be contacted.
- A detention slip will be filled out to track the offense.

Third Offense:

- Student will earn an F for the assignment.
- Student also will be suspended.

CHEATING is intolerable in an academic institution and will be dealt with seriously. Cheating involves the intentional attempt to pass off the work of another as one's own. Cheating includes (but is not limited to):

- Illicit sharing or learning of specific questions on an exercise before it is given
- Elicit sharing or obtaining information during an exercise, (this includes homework, accessing information from a website, etc.)
- Plagiarism, i.e., submitting another's work or ideas as one's own. This includes copying from another student's work from books, or from any electronic source including the Internet.

Stealing quizzes or tests

Consequences:

- First Offense: Conference with teacher and student, parent notified. Grade may be affected
- Second Offense: Principal, teacher, and student conference, parent notified, grade will be affected

Recess

Weather permitting; children may be outdoors for recess. Safety considerations are also taken under advisement when the feasibility of outdoor recess is being determined. Students should dress appropriately. During winter months, this would include coats, hats, mittens and/or gloves and boots. Recess is at least 20 minutes long.

Report Cards

The report card is one way to indicate a student's progress. The school staff strongly encourages all parents to get to know their child through contact with the school personnel as often as necessary. Report cards are released online on a scheduled basis as indicated on the school calendar. Parent conferences are scheduled after the report cards are issued. At any time, however, parents are encouraged to communicate with their child's teacher. Often this communication provides a means for overcoming obstacles that may interfere with a child's progress in school.

School Councils

Through the passing of the Massachusetts Education Reform Act of 1993, each public school is responsible for the establishment of a site-based School Council. This Council (made up of parents, teachers, community representatives, and the Principal) serves as an advisory Council to the Principal. Areas under the realm of these Councils pertain to the specific language of the Education Reform Act. Annual school improvement plans are created reflecting the needs of individual school communities.

School Health Services

Scituate School Nurses strive to maximize each student's potential to learn and grow by providing the best possible care and ensuring healthy learning environments.

In the school setting they:

- Conduct health screenings: vision, hearing, and scoliosis.
- Assess for growth, health, and development.
- Provide emergency first aid.
- Control communicable diseases.
- Provide counseling for students and staff regarding health matters.
- Serve as a resource for student health issues and in health education.
- Assist in maintaining a safe school environment.
- Monitor required daily medication administration.

- Maintain safe environments for students with specific health concerns.
- Collaborate with Special Education Services.
- Serve as education team members.
- Develop and implement the health components of a student's IEP (Individualized Education Plan).
- Provide in-service education to staff in special health care procedures.
- Meet with counselors and School Psychologists to provide the best environment for students.
- Act as an active participant in 504 processes (needs not covered under special education services).
- Serve as members of Crisis Team.

In the home setting they:

- Act as liaison between home and school regarding health concerns.
- Make home visits when necessary.
- Take health histories.
- Monitor long-term illnesses.

In the community setting they:

- Act as liaison between home, school, and community resources.
- Act as liaison between health care provider and schools.

Immunization Requirements

All students must be completely immunized in order to attend school. Massachusetts' immunization regulations specify minimum immunization requirements for enrollment in school (105CMR 220.00). Those students with documented medical contraindications or documented religious beliefs are the only ones exempt from the immunization regulation. For medical exemptions, documentation from your health care professional is required. For religious exemptions, a parent must state in writing that vaccination conflicts with their sincere religious beliefs. However, any student who is not properly immunized will be excluded from school if there is a vaccine-preventable disease outbreak. The length of exclusion is determined by Department of Public Health guidelines and may vary according to disease. Massachusetts Department of Public Health school immunization information can be found [here](#).

Physical Exam Requirement

The State of Massachusetts DPH regulation 200.100 requires a physical examination within one year prior to entrance school or to provide a current physical within 30 days after a student transfers from another school system. The physical schedule in Scituate is as follows: Kindergarten, Third, Sixth and Ninth Grade.

Communicable and Infectious Diseases

The Massachusetts Department of Public Health has identified the following as being particular problems among the school population. This list is not all-inclusive. Please contact the school nurse if you have any questions.

- Conjunctivitis (pink eye)
- Impetigo
- Streptococcal Infections (strep throat)
- Pediculosis (head lice)
- Chicken Pox

If the school nurse suspects the presence of one of these, or any other contagious disease, the parent will be contacted and requested to seek the advice of his/her physician. In the case of a confirmed diagnosis of a communicable disease or infestation, the student will be required to stay out of school until the condition is treated and rendered non-communicable. Parents are asked to report all cases of communicable disease to the school nurse.

Absence/Dismissals from School

Parents are advised to keep their child home if they have a temperature of 100 degrees or greater, have vomiting, diarrhea and persistent respiratory or flu symptoms. Students who are prescribed antibiotics for strep throat need to be taking the medication for a full 24 hours before returning to school. Please refer to 2021-2022 COVID-19 guidance that will be provided in a separate communication to families.

- In the event that your student becomes ill during the school day, a parent or guardian will be contacted to pick up the student. With parent permission, the student may be dismissed to another family member or friend provided proper identification is shown. If the school is unable to reach the parent, the emergency contact (designated each September in the emergency information) will be called to pick up the student.
- Children who are absent from school must bring a note from home upon returning to school. If the child is absent for five consecutive days due to a communicable and/or infectious disease (or for any health reason), she/he must bring a note from the doctor and check with the School Nurse.

First Aid

First aid is treatment given to protect the life and comfort of the student until authorized treatment is secured and is limited to first treatment ONLY. Following first aid, the student is to be placed under the care of his/her parent or guardian, upon whom rests the legal responsibility for subsequent treatment. If a student becomes ill or injured at school, first aid will be administered in accordance with school policy. In the event a student becomes seriously ill or injured, every effort will be made to reach the parent. If a parent cannot be reached, the student will be transported via ambulance to the nearest hospital emergency room. Any illness or injury that occurs at home or after school hours should be evaluated by the student's own physician, urgent care or in a hospital emergency room. Per school committee policy, school nurses do not provide initial treatment for injuries that happen outside of school.

Life Threatening Allergies: [LTA Policy](#)

The number of students with life-threatening allergies has increased substantially over the last several years. As with all children with special health care needs, it is important that students with life-threatening allergies are able to access all education and education related benefits. For these children, every allergic reaction has the possibility to develop into a life-threatening and potentially fatal anaphylactic reaction. This can occur within minutes of exposure to the allergen. Some students who are very sensitive to their allergen may react to just touching or inhaling the allergen. For others, ingesting even the tiniest portion of their allergen or an insect sting can cause death.

- The School Nurse is responsible for coordinating the management of students with life threatening allergies (LTA) in school.
- The management of LTA takes a multidisciplinary approach of collaboration between the family, student, principal/administrator, nurse, classroom teacher(s) specialists, school psychologist/guidance counselor, food services/cafeteria staff, lunch/recess paraprofessionals, transportation department, and custodial staff.
- Awareness, prevention and emergency preparedness are crucial elements in the management of a student with LTA.

Health Screenings:

2021-2022 Health screenings during the COVID-19 Pandemic: Per DESE/DPH Fall 2021 guidance: Districts should consider prioritizing screenings for selected students at greatest risk. Therefore, SPS will prioritize screenings throughout the 2021 - 2022 school year. SPS nurses will conduct health screenings as feasible, and will be conducted in a location that protects confidentiality, minimizes distractions from other students, allows for safe distancing, and follows COVID-19 health and safety guidance.

Postural Screening

Postural screening is conducted yearly for all children in Grade 5 through Grade 9. This is not a diagnostic service but does provide screening for postural problems prevalent in this age group, which sometimes need medical attention. Postural screening is required by M.G.L. c. 71, sec. 57. It is the responsibility of the school to see that each child is screened and referred as appropriate unless the parent makes a written request for exemption on religious grounds.

Vision Screening

In accordance with M.G.L.c. 71, s. 57, upon entering Kindergarten or within thirty days after Kindergarten entry, the parent or guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening. For children who fail the screening and for children diagnosed with neurodevelopmental delay, evidence of a comprehensive eye examination meeting the requirements of c. 71, s. 57 shall be provided to the school. In accordance with the Massachusetts Department of Public Health Laws and Regulations 105 CMR 200.400, Scituate Nurses will screen students in the year of school entry, and annually through Grade 5. The vision screening is repeated in Grade 7 and Grade 9.

Hearing Screening

In accordance with M.G.L. c. 71, s. 57, Scituate School Nurses will screen students in the year of school entry and annually through Grade 3. The hearing screening is repeated in Grade 7 and Grade 9.

Growth and Development Screenings

Massachusetts DPH and DESE Laws and Regulations 200.500, April 8, 2009. Each school committee or board of health shall adopt policies and procedures to ensure that the Body Mass Index (BMI) and corresponding percentile of each student in Grades 1, 4, 7, and 10 (or, in the case of ungraded classrooms, by a student's 7th, 10th, 13th and 16th birthday) is calculated and reported directly and confidentially to the Department of Public Health.

- Trained school personnel shall measure weight and height or other approved by the Department for this purpose, in accordance with guidelines of the Department. Prior notice of the screening and the benefits of the screening shall be provided to the parent or legal guardian by any reasonable means. Every effort shall be made to protect the privacy of the student during the screening process and in the communication of information about the student's BMI.

School Health Services-Administration of Medication: [Policy JLCD](#)

School Hours (2021-2022)

Elementary School hours are from 8:55 AM- 3:25 PM. Kindergarten through Grade 5 students attend school within their buildings for in-person instruction. Early Childhood Center (ECC) hours are 9:10 – 11:40 AM for the morning sessions, 12:25 – 2:55 PM for the afternoon session, and 9:10 – 2:55 PM for full day session. Half days are held before Thanksgiving and the last day of school where school starts at 8:55 AM and dismisses at 11:25 AM. Students should not arrive at any school earlier than 15 minutes before the starting time. The Scituate Schools will not provide supervision during hours prior to the beginning of and following the end of the posted school hours.

School Property

All students are required to return all textbooks, library books and materials, and any other school property at the end of the school year. Students are required to reimburse the school for any lost or damaged school property. Students who fail to return school property or reimburse the school for lost or damaged property may be subject to disciplinary action and may be excluded from extracurricular events held at the end of the school year.

School Sponsored Events

The school's discipline and dress policies are to be adhered to at all school sponsored events at all Scituate Public Schools. School sponsored events include but are not limited to, dances, field trips, assemblies, class, or team activities. Grade level attendance will be determined by the administration. Tickets may be sold at the door. While

it is intended that all students take part in these activities, there may be some instances in which those who are supervising will recommend to the Principal that certain students be excluded. Students, whose behavior or attitude is considered to be a threat to his/her safety or the safety of those involved in the activity, may be excluded. A student may also be excluded if:

- He/she has been referred to the office for a violation of school rules three or more times in each grading term
- He/she has been truant (absent without documented excuse) during the grading term
- He/she has been suspended from class or school during the grading term or more than two times during the entire school year
- He/she is absent on the day of the event

Decisions regarding a student's participation in an activity will be made after consultation with the teachers involved in the activity, the student's School Counselor or School Psychologist, parents, administration, and the student. The Principal will make the final decision.

- Students who choose not to participate in an activity and those excluded from the activity are responsible for completing assignments left behind by their teachers.
- When a student is excluded from an event, that student and his/her parents must confer with an administrator to determine a plan of action that will help the student to improve his/her behavior and allow the student to participate in future events.

Searches & Interrogations: Policy JIH

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is an Act, which prohibits discrimination against persons with a handicap in any programs receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

Has a mental or physical impairment which substantially limits one or more of such person's major life activities which include functions such as:

- Caring for one's self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning
- Eating
- Sleeping
- Standing
- Lifting
- Reading
- Concentrating
- Thinking
- Communicating
- Working
- Bending
- Operation of major bodily function

Has record of such an impairment

Is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the Scituate Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Section 504/Behavior

All students are expected to meet the requirements for behavior as prescribed in this handbook. Additional requirements concerning the discipline of a student on a section 504 Plan are as follows:

- When it is known that a student on a Section 504 Plan is likely to be excluded from his/her program for more than 10 cumulative days in a school year, the Section 504 Team will convene to determine whether the student's misconduct that leads to the change in placement is a manifestation of the student's disability.
- If the conduct was a manifestation, the school may conduct or review a functional behavior assessment and implement a behavior intervention plan. If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed unless the school and parent agree otherwise.
- If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for Section 504.

Additional information concerning Section 504 including the right to receive an evaluation, the procedural protections afforded to parents and students, a more detailed description of the special rules relating to suspension and expulsion, and access to Section 504 records may be obtained from the District Section 504 Coordinator, Ms. Tammy Rundle, Scituate Public Schools
606 Chief Justice Cushing Highway Scituate, MA 02066 (781) 545-8750 x 370

Security Camera Policy: [Policy ECABB](#)

Sex Education: Parental Notification-Parental Notification Relation to Sexual Education: [Policy IHAM](#)

Special Education/IDEA

The provisions of state and federal special education law (MGL Chapter 71B and 603 CMR 28.00, formally Chapter 766 and the Individuals with Disabilities Education Act, or "IDEA") are designed to help eligible students between the ages of 3 and 22 years of age who have not yet received a high school diploma and who are not making effective progress in general education due to the existence of a qualifying disability. Qualifying disabilities include: autism, developmental delay, physical, emotional, health, specific learning, communication, sensory (hearing and/or vision impairment), intellectual, neurological, and multiple disabilities.

The purpose of special education is to help children who have qualifying disabilities make effective progress in the least restrictive setting. In accordance with the provisions of the state and federal special education laws, after receiving parental permission, an evaluation is conducted in the area of the suspected disability. The TEAM meets within 45 days of receiving signed parental consent to review the evaluations, discuss progress and determine eligibility for special education. The following criteria must be met in order to qualify for special education:

- 1) The child must have a documented disability
- 2) The child must not be making effective progress in the general education curriculum.

- 3) The child needs specialized instruction and/or related services to make effective progress.
- 4) The child must be between the ages of 3 and 22 and has not yet received a High School diploma.

If you are aware of a child who may have a disability and needs to be evaluated, please contact your child's principal, the TEAM chair, or the Director of Special Education.

Once a student is determined eligible, the TEAM develops goals and describes services required to meet the goals. Those services are described in an Individual Education Plan (IEP) for that student. Services cannot be provided without parental consent. Additional information may be obtained from the Department of Education website (see technical assistance here): [Is Special Education the Right Service?](#), contact your school's principal or Team Chair or the Director of Special Education.

Special Education/Behavior

All students are expected to meet the requirements for behavior as prescribed in this handbook. State and Federal Laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individual Education Plan (IEP). State and federal special education laws prescribe additional requirements concerning the discipline of a student with special needs.

When it is known that a student with a disability is likely to be excluded from his/her program for more than 10 cumulative days (or less than 10 if there is a pattern), in a school year, the TEAM will convene to determine whether the student's misconduct that leads to the change in placement is a manifestation of the student's disability.

- If the misconduct was a manifestation, the school must conduct or review a functional behavior assessment and implement a behavior intervention plan. If such an assessment was already conducted, the behavior intervention plan will be reviewed and modified as necessary. Additionally, if the behavior was a manifestation, the student will return to the placement from which he/she was removed unless the school and the parent agree otherwise or special circumstances exist (unless the behavior meets certain guidelines allowing an alternative placement) [DESE Laws on Suspensions](#) [Discipline Flow Chart](#)
- If the behavior was not a manifestation, the school may apply the relevant disciplinary procedures to the extent they would be applied to a student not eligible for special education, except that a student eligible for special education, who is removed from his/her current educational placement, is entitled to continue receiving educational services to enable the student to continue to participate in the general education curriculum, although in another setting, and to make progress toward meeting the goals set out in the student's IEP.

In special circumstances, the school may move students to an interim alternative educational setting for not more than 45 days without regard to whether the behavior that led to the removal was a manifestation of the student's disability. These special circumstances are:

- A student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency
- A student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency
- A student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.
- Additional information concerning special education including the right to receive an evaluation, the procedural protections afforded to parents and students, a more detailed description of the special rules relating to suspension and expulsion, and access to special education records may be obtained from the Director of Special Education.

Suspension

- Students who are suspended for ten days or fewer will be informed by an administrator of the charges against them, and provided an opportunity to respond. If a student is suspended, she/he may not appear on school grounds for any purpose during the school day or participate in or attend any extra-curricular activities during the period of suspension. His/her parents will be notified. If a student appeals a suspension, a hearing with the Principal will be held as quickly as possible. Students who are suspended for more than ten days will have the right to a formal hearing with representation at the student's expense and with the right to present evidence.

Expulsion is provided for under Massachusetts law in one of three ways:

- Mass. Gen. Laws Ch.71 sect. 37H provides for long-term suspension or expulsion for controlled substances, weapons and assaults on school staff (M.G.L. c. 71 s. 37H is discussed at length later in this handbook.)
- Mass. Gen. Laws Ch. 71, Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.
- M.G.L. c.76 s.17 states that a school committee cannot permanently exclude a student from the public schools for alleged misconduct without first giving him and his parent or guardian an opportunity to be heard.

Student Directory Information

The Scituate Public Schools may release directory information without the consent of the eligible student or parent, provided that the school gives public notice of the types of information it may release and allows eligible students and parents a reasonable time after this notice to request that this information not be released without the prior consent of the eligible student or parent.

The Scituate Public Schools designates the following items as Directory Information: student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. The Scituate Public Schools may disclose any of these items without prior written consent, unless the School Principal is notified in writing to the contrary by October 1st of each school year.

Student Possessions

Toys, baseball caps worn inside the building, and other items that may be considered fads pose a distraction to the educational process. Students are asked not to bring these to school. The teacher may ask the student to place the object in his/her backpack and not return it to school. A second offense may result in the teacher and/or building administrator taking temporary possession of the object(s) until the parent can retrieve it.

Student Records: [Policy JRA](#)

Substance Misuse Prevention Policy: [Policy - JICH](#)

The purpose of the Scituate Public Schools Substance Misuse Prevention Policy is to ensure that our entire school community is aware of the district's comprehensive, evidenced-based approach to prevent the use of substances, and intervene early to support students and families considered at risk. School staff plays a key role in identifying and referring students with substance use related problems and working with their families. Educators and school counseling personnel will work in collaboration with substance use counseling professionals and mental health specialists to meet the needs of those students most at risk. Collaboration between schools and community behavioral health providers address student-specific issues, including interventions such as small group, individual supports, and school re-entry plans. These efforts support school staff including consultation in general, as well as student-specific, challenges and plans for school and community provider responses when necessary. District involvement with the community prevention coalition, Scituate FACTS, the regional collaborative South Shore FACTS through South Shore Health System's Youth Health Connection, and the Plymouth County Suicide Prevention Coalition, provide these critical networks. The complete policy and resources can be accessed on the SPS website.

Support Team

The Support Team is a team of educators, with varied backgrounds, who have been trained in a proactive and systematic problem solving approach to address the needs of our students. These teams are focused on creating, monitoring, and refining individualized instructional and behavioral interventions to students in the regular education setting. More information regarding the Support Team may be obtained by contacting the School Psychologist at your school.

Suspension-Student Discipline: [Policy JIC](#)

Tardiness: Note See Attendance

A student will be marked tardy if he/she has not reported to school by the official start time. A tardy student must obtain admittance at the school office.

- A tardy event (even those authorized by a parent/guardian) is considered unexcused unless a note from a doctor or a note from a parent/guardian specifying a medical condition is provided.
- The only acceptable excuses for tardiness to school are medical reasons, disability related tardiness, family emergencies, and extreme weather conditions. Such circumstances must be documented in a note from the parent/guardian.

Technology: Student Responsible Use Guidelines- Student Responsibility Use of Technology:
[Policy IJNDB](#)

Responsible Use Guidelines for Grades K-3

Using technology correctly and responsibly is very important. The K-3 student will promise to follow these rules:

1. The K-3 student will use technology carefully.
2. The K-3 student will only work on the programs and web pages that my teacher tells me to use.
3. The K-3 student will ask for help if they don't know what to do.
4. The K-3 student will tell an adult if they read or see something on a computer that is not appropriate.
5. The K-3 student will never to use technology to hurt, frighten or bully others.
6. The K-3 student will print only when my teacher tells me to.
7. The K-3 student will only use my own electronic/online accounts.
8. The K-3 student will only share my passwords with my teacher or parent.
9. The K-3 student understands that if they break any of my promises, they might not be able to use technology or may experience other appropriate consequences.

Responsible Use Guidelines for Grades 4-5

1. The 4-5 student will not damage, change, or tamper with the hardware, software, settings or the network.
2. The 4-5 student will not use any form of electronic communication to harass, intimidate, or bully anyone.
3. The 4-5 student will not seek, view, send, or display offensive messages or media.
4. The 4-5 student will not trespass another's school related digital/online resources.
5. The 4-5 student will notify an adult immediately if I encounter materials that violate responsible use.
6. The 4-5 student will not share my passwords with another person.
7. The 4-5 student will respect copyright laws and cite resources.
8. The 4-5 student will not use personal website accounts, email, or text message or the like at school except with the permission of a staff member.
9. The 4-5 student will not use any form of electronic communication during school hours without appropriate permission from school staff.
10. The 4-5 student understands that my electronic communications at Scituate Public Schools are not private and can be monitored by the administration.

Tobacco-Free Schools-Tobacco Products Used by Students: [Policy JICG](#)

Transportation- Student Transportation: [Policy EEA](#) & [Policy EEAEC](#)

Transportation: Student Conduct On Buses

The school bus and bus stop are an extension of the school itself and rules regarding behavior are the same as in school. It should be understood that the right of a student to be transported to and from school is a privilege dependent on good behavior. Students are expected to be at the bus stop at least 10 minutes before the expected time of pickup. Buses will not wait for chronically tardy students. School administration may take away this privilege if there are violations of these rules or if students engage in any other action, which jeopardizes the health and safety of those riding the bus including the driver or at the bus stop. Examples of these actions include but are not limited to: distracting the driver in any way, causing a disturbance on the bus that distracts the driver or using any electronic device that distracts the driver or contributes to the driver being distracted. Students may also be suspended from school or be assigned detention depending on the nature of the violation.

When students are assigned to a bus, they should ride only on that bus. Students should go home on their assigned bus and leave the bus at the neighborhood bus stop. Students should remember that the bus is an extension of the school and that the same rules of good behavior, consideration, respect, and cooperation are always in effect. Students reported for misconduct might have their transportation privileges revoked. Parents should completely review the following rules with their children:

- ***Students may not eat on the bus.***
- Arrive at the bus stop 10 minutes before the anticipated pick-up.
- Keep pets and large toys off the bus.
- Please keep the family pets at home; pets should not be at the bus stop.
- Stand as far off the road as possible until the bus has arrived, stopped, and opened its doors. Do not run or fool around while waiting for the bus. If you have to cross the street to board the bus: 1) wait for the bus to come to a complete stop; 2) wait for the driver to signal you that it is ok to cross the street, and; 3) look both ways before crossing. Turn off all electronic devices i.e., cell phones, iPods, iPads, etc.
- Board the bus in single file; allow the younger children to board the bus first. Do not push anyone.
- Take a seat quickly and remain seated until the bus reaches its destination.
- Do not throw any objects in or out of the bus. Do not hang out of the windows.
- Pay attention to the bus driver's instructions and do not distract the driver's attention from driving the bus.
- Be courteous at all times to the driver, fellow students, and passers-by.
- Do not use profane, loud or abusive language, boisterous talk or other noises that might distract the driver.
- Do not smoke, light matches or chew tobacco.
- Keep clear of the area around the bus where the driver may not be able to see you. If you drop something under the bus, don't try to get it. Report your problem to the bus driver.
- Keep the area around the bus and bus stop neat and acceptable.
- Exit the bus in a single file. Do not use any electronic devices i.e. cell phones, iPods, iPads, etc.
- After you exit the bus, go directly home.
- Students may only ride their assigned buses. If there is a family emergency or medical situation, parents should notify the school Principal and other transportation arrangements might be made.

Students are expected to behave in a manner, which will provide for optimum safety of the individual student as well as the safety of other students aboard the bus. When a student is reported for violating a safety rule in and around a school bus, school officials will review the situation with the student. Parents will be notified of the behavior. Depending on the severity of the offense and the frequency of violations, the student may receive a warning, a brief suspension from the bus or suspension for the balance of the school year. If a student is participating in the "Fee Based Transportation Program" and is suspended from the bus, the fee **WILL NOT BE REFUNDED**.

Fee-Based Transportation Program

Students in **Grades K-6** who reside over 2 miles from their assigned school are eligible for town-paid (free) bus transportation. This determination is mandated by the State of Massachusetts (Massachusetts General Law Chapter 71 Section 68). All other students in Grades K-12 will have the option to participate in the fee-based transportation program. The two-mile distance is measured from the end of the driveway of the student's home to the closest entrance-way of the school, using the shortest means by public roadway. All students who are NOT eligible for town-paid busing will have the option to purchase a bus pass through the "Fee-Based Transportation Program." (i.e., K-6 students living two miles or less from their assigned school and all students Grades 7-12, regardless of distance.) Information about the fee-based transportation program can be found on the Scituate Public Schools website.

Scheduling/Routing/Bus Stops

The Transportation Office is responsible for establishing the schedules and bus routes and are evaluated annually. Routes are posted on the Scituate Public Schools website and published in the Scituate Mariner before school starts.

Students will walk to a common bus stop. Students are not entitled to street-by-street or door-to-door pickup or delivery. All stops will be at corners, whenever possible, as to make them fair and consistent for all. Bus stops are set up in accordance with School Committee policy and State law. In the case of new residents, you may be in an area that might require issuing a new bus stop. Until the area is reviewed and, if a new stop needs to be added, students should go to the closest bus stop until a new one is established by the Transportation Office. Parents are responsible to assure their child is at the correct bus stop. Any child standing at unauthorized locations or bus stops may not be picked up.

Daycare Transportation: [See Policy EEA](#)

Vandalism: [Policy ECAC](#)

Visitors to School: [Policy KI](#)

Weapons: [Policy JIC](#)

Wellness: [Policy ADF](#)

Appendix A: Early Childhood

Preschool Philosophy

We recognize that each child is a unique individual with an individual pattern and timing of growth and development. Our curriculum is designed to provide for active involvement by children in their own learning process. We strive to promote children's social, emotional, physical, and cognitive skills. We achieve this goal by engaging children in a context of play, manipulation of the environment, concrete experiences and interactive communication with peers and adults. Each classroom includes **students with disabilities** and provides a secure, non-judgmental environment where children may explore, experiment, discover, confirm, create, and learn. Our approach to learning is multi-sensory and children participate in a variety of activities and materials that are appropriate to each child's age and background.

Families are viewed as an integral part of the education process. A partnership between parents and schools is essential in order for children to reach their full potential.

For additional information about the Early Childhood Center and the Scituate Public Schools, refer to the SPS website.

Hours of Operation

Early Childhood Pre K AM	9:10 – 11:40
Early Childhood Pre K Full Day	9:10 – 2:55
Early Childhood Pre K PM	12:25 - 2:55

The preschool intensive program meets Monday – Thursday for a full day. The integrated half day preschool program meets four mornings or afternoons a week for the half day program. One integrated preschool classroom is a full day program. No classes are held on Fridays for the half day or full day program. Fridays are reserved for team assessments, meetings, conferences, visitations and workshops. With the exception of opening and closing dates, the program follows the public school calendar.

Admission for Children with Disabilities or Developmental Delays

A parent who has a concern about a particular area of a child's development, should call the Early Childhood Center Monday through Friday 8:00 AM – 3:00 PM at (781) 545-8790 ext.119 to discuss the possibility of an evaluation, provided free of charge, for Scituate children 3-5 years of age. After an evaluation in one or more areas, a Team Meeting with specialists and the parents will be scheduled to determine eligibility for special education services.

Tuition

A fee of \$2,500.00 for the half day program and a fee of \$5,000 for the full day integrated program (subject to increase) per year is assessed for typically developing children who participate in Early Childhood Program. A non-refundable deposit of \$200.00 serves as a commitment to the school year program and tuition after your child has been accepted to the program.

Registration

In order to participate in the public school program, you must complete the online registration form on the SPS website found at:

<http://www.scituate.k12.ma.us/index.php/special-education/in-district-early-childhood?highlight=WyJIY2MiLCJIY2Mncyld>.

Payment

Remaining tuition balance is divided into four installment payments. Payments for the Early Childhood Program can be made by check, money order or online. Checks are payable to: Town of Scituate. For online payments using the Town of Scituate's UniPay payment system go to: <https://unipaygold.unibank.com/Default.aspx?customerid=403>. After reading the instructions, click on the School Department menu item and select the appropriate payment selection. Failure to make timely payments could result in termination of your child's placement.

Transportation

Transportation is the responsibility of the parents/guardians for our preschool program unless your child's IEP services require transportation related to a disability need. Children cannot be dropped off early and must be dismissed on time as teachers have other scheduled commitments. Anyone other than a parent picking up a child must have identification and prior parental permission to do so. If you should require a change in the dismissal time or pick up routine, please call the Early Childhood Office and send a note to your child's teacher.

Families with children not riding in the special education van must follow the arrival/dismissal procedures below. Parents will drop off and pick up at the front entrance of the Wampanoag School where teachers and paraprofessionals will greet you at your car; you will take your child out from the car and we will escort your child to their classrooms. At pick up you will take your child from the teachers and paraprofessionals to your car to buckle them in. This arrival/dismissal practice is to address safety concerns for your child with regard to traffic concerns and limited parking space available.

If your child is involved in the school transportation you need to follow these rules for safety. When the van arrives at your home, parents need to be prepared for the driver and bring the child to the van to buckle him / her into the seat. The driver will bring the child to school to be met by a staff member who will bring the child to the classroom. Upon the return trip the reverse will be in effect. Parents must be ready for the return of their child to meet the van and to unbuckle their child. Exact pick-up and delivery times will be determined during the first week of school.

Due to the ages and needs of this young population it is not possible for the drivers to leave the children unattended at any time. Although we empathize with parents who occasionally have trouble being home at the time of the student's arrival, it is the responsibility of the parents to make other arrangements on that day. Due to tight use of school buses and vans, it is impossible for the van / bus to deliver the children to a different address on any given day. If a childcare provider cares for your child in their home every day, special arrangement can be made for transportation to that address by contacting the program director before classes begin.

Parents, please remember that school vans follow the same guidelines as school buses. You may not pass the van when the lights are flashing, even in the school parking lot.

Behavior / Discipline

The philosophy of the program is based on the belief that respect for the child should be demonstrated and guidance provided to help the child develop self-control and the ability to make better decisions in the future.

We believe that children learn discipline from techniques such as:

- Positive phrasing.
- Setting clear, consistent and fair limits for classroom behavior.
- Learning to value mistakes as learning opportunities.
- Redirecting children to more acceptable behavior or activities.
- Praising children when they do adopt more acceptable behavior.
- Listening when the children talk about their feelings and frustrations.
- Picture reinforcements and predictable schedules.
- Guiding the children to resolve conflicts and modeling skills that will help them solve their own problems.
- Reminding the children of the classroom rules and their rationale as needed.

Please make us aware of any unusual home circumstances that could affect your child's behavior.

Snacks

There will be a snack time during each session. The children should bring in a small, healthy snack to eat during this time every day. Suggested examples are a small piece of fruit, pudding, crackers and cheese, yogurt or applesauce. It is important to adhere to classroom teacher's notices of specific food restrictions as some children may be prone to severe allergic reactions to the presence of specific foods. If your child is in a peanut free

classroom, you will receive specific guidelines of ingredients to avoid and specific standards to follow. A great resource for food allergies and safe snacks can be found here: SnackSafely.com. Food cannot be heated in the microwave for children's snack / lunch. Juice can also be sent in but must be in a non-glass container because the children prepare their own snacks. Please provide proper utensils, napkins, cups, spoons, forks and so forth. Food containers should be labeled with your child's name.

Snack time is a part of the regular curriculum and provides an opportunity to teach proper habits in nutrition, as well as the proper social and self-help skills involved in eating. The children should carry a lunch box or backpack to school daily to carry snacks as well as important notices and other papers.

Outdoor Recess / Playground

Outside play is a regular part of the daily school routine. It is important that children be dressed for the weather with appropriate layers, jackets, hats and mittens. Please also provide the school with a full change of clothes, (including undergarments) pants, shirts, hat, and mittens. Classes will not go outside if the temperature is below 30 degrees (considering the wind chill factor). Safety considerations are also taken under advisement when feasibility of outdoor recess is being determined.

Trips

Trips in and around the community to local points of interest are scheduled during the year. Travel is provided by school transportation. A small fee is charged to defray field trip costs. You will always be notified of our travel arrangements in advance and are always welcome as a chaperone. Parents might be required to attend if their child is in need of more intensive supervision to ensure their safety.

**Scituate Public Schools'
2021-2022 Elementary Handbook**

Please sign and return this page to indicate that you **and your children** have read the Scituate Public Schools' Elementary Handbook **including appendices** (available online at www.scituate.k12.ma.us) and understand and will comply with the rules and procedures of the school system.

Permission for Publishing Pictures in the Media/Web Site:

Please indicate below your preference regarding permission to allow your child to be photographed while at school or included in newspapers, videos and slideshows that may be shown on cable T.V. during the school year as well as permission to post work or photos on the school web page. At times during the school year members of the local press and cable television station visit us. They often request permission to write articles about various activities that occur at our school or to video some of these activities (in common areas as well as classrooms). Students' pictures frequently accompany newspaper articles. We ask that you let us know if you would prefer that your child's picture not be included in any newspaper photos or video productions. Please indicate your preference by checking the appropriate statement:

_____ I **hereby grant permission for** my child to be photographed, included in videos during the school year and to post photos and/or work on the school web page and Scituate Community Television.

_____ I **do not grant permission for** my child to be photographed, included in videos during the school year and to post photos and/or work on the school web page and Scituate Community Television.

Student Responsible Use of Technology Users

_____ I am (We are) prepared to be held accountable for my actions, for the loss of privileges, or other appropriate consequences if the rules noted in this handbook are violated including confiscation of electronic devices. I have read, I understand, and I will abide by Scituate Public Schools Responsible Use Policy.

Parent/Guardian Permission Responsible Use of Technology

_____ I have read the Scituate Public Schools' Student Responsible Use Guidelines for Technology. We agree that, by my signature, I give my permission for my student(s) to use the school's network and hardware and access the internet.

Parent/Guardian Signature: _____

Date: _____

Student Signature

Grade

Room

Student Signature

Grade

Room

Student Signature

Grade

Room

Student Signature

Grade

Room